

Supplemental Materials to Proposal Submitted 6/19/03

Revised 8/5/03

## SUBCONTRACTING PLAN

The offeror's subcontracting plan shall include the following:

(1) Goals, expressed in terms of percentages of total planned subcontracting dollars, for the use of small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns as subcontractors. The offeror shall include all subcontracts that contribute to contract performance, and may include a proportionate share of products and services that are normally allocated as indirect costs.

- **Our projected goal for this contract is 20%.**

(2) A statement of-

(i) Total dollars planned to be subcontracted for an individual contract plan; or the offeror's total projected sales, expressed in dollars, and the total value of projected subcontracts to support the sales for a commercial plan;

- **Total value of subcontract dollars to be used via consultants is projected to be \$795,000 for the base period (18 mos) and \$475,000 for each of the two option years.**

(ii) Total dollars planned to be subcontracted to small business concerns;

- **\$159,000 for the base period (18 mos) and \$95,000 for each of the two option years**

(iii) Total dollars planned to be subcontracted to veteran-owned small business concerns;

- **Unknown**

(iv) Total dollars planned to be subcontracted to service-disabled veteran-owned small business;

- **Unknown**

(v) Total dollars planned to be subcontracted to HUBZone small business concerns;

- **Unknown**

(vi) Total dollars planned to be subcontracted to small disadvantaged business concerns; and

- **\$79,500 for the base period (18 mos) and \$47,500 for each of the two option years**

(vii) Total dollars planned to be subcontracted to women-owned small business concerns.

- **\$79,500 for the base period (18 mos) and \$47,500 for each of the two option years**

(3) A description of the principal types of supplies and services to be subcontracted, and an identification of the types planned for subcontracting to-

(i) Small business concerns;

- **Will include, but not limited to, subject matter expertise in particular ITS areas (e.g., Transit, Public Safety, Commercial Vehicles, ITS Education & Training) and specific project work (e.g., transit signal priority, INTI planning, CVO projects).**

(ii) Veteran-owned small business concerns;

- **None planned at this time**

(iii) Service-disabled veteran-owned small business concerns;

- **None planned at this time**

(iv) HUBZone small business concerns;

- **None planned at this time**

(v) Small disadvantaged business concerns; and

- **Will include, but not limited to, subject matter expertise in particular ITS areas (e.g., Transit, Public Safety, Commercial Vehicles, ITS Education & Training) and specific project work (e.g., transit signal priority, INTI planning, CVO projects).**

(vi) Women-owned small business concerns.

- **Will include, but not limited to, subject matter expertise in particular ITS areas (e.g., Transit, Public Safety, Commercial Vehicles, ITS Education & Training) and specific project work (e.g., transit signal priority, INTI planning, CVO projects).**

(4) A description of the method used to develop the subcontracting goals in paragraph (d)(1) of this clause.

- **Conservative estimate based on types of work anticipated under new contract.**

(5) A description of the method used to identify potential sources for solicitation purposes (e.g., existing company source lists, the Procurement Marketing and Access Network (PRO-Net) of the Small Business Administration (SBA), veterans service organizations, the National Minority Purchasing Council Vendor Information Service, the Research and Information Division of the Minority Business Development Agency in the Department of Commerce, or small, HUBZone, small disadvantaged, and women-owned small business trade associations). A firm may rely on the information contained in PRO-Net as an accurate representation of a concern's size and ownership characteristics for the purposes of maintaining a small, veteran-owned small, service-disabled veteran-owned small, HUBZone small, small disadvantaged, and women-owned small business source list. Use of PRO-Net as its source list does not relieve a firm of its responsibilities (e.g., outreach, assistance, counseling, or publicizing subcontracting opportunities) in this clause.

- **ITS America typically advertises contracting opportunities to its membership through its website (<http://www.itsa.org>) and/or via e-mail alerts to interested individuals. Since most of the contracting work requires specific subject matter expertise, the likelihood that a non-ITS America member would be interested and/or qualified is virtually non-existent. Many of ITS America's existing consultant corps are small businesses and/or women-owned small businesses.**

(6) A statement as to whether or not the offeror included indirect costs in establishing subcontracting goals, and a description of the method used to determine the proportionate share of indirect costs to be incurred with-

- (i) Small business concerns;
- (ii) Veteran-owned small business concerns;
- (iii) Service-disabled veteran-owned small business concerns;
- (iv) HUBZone small business concerns;
- (v) Small disadvantaged business concerns; and
- (vi) Women-owned small business concerns.

- **Not at this time, however it is possible that actual contract performance could include the purchase of office supplies from an applicable small business enterprise.**

(7) The name of the individual employed by the offeror who will administer the offeror's subcontracting program, and a description of the duties of the individual.

- **Steve Kuciemba, Vice President of Programs. Mr. Kuciemba will serve as the Program Manager on this contract, supervising the Project Management Team and Senior Technical Experts, ensuring high quality work and maintaining timely delivery.**

(8) A description of the efforts the offeror will make to assure that small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns have an equitable opportunity to compete for subcontracts.

- **In general, ITS America seeks the most qualified individuals and/or firms to perform work under its contracts. In every instance, consultation with Contracting Officers Task Managers (COTM) or Contracting Officers Technical Representative (COTR) will occur prior to selection of a particular consultant. In many situations the work to be contracted is specifically suited to the talents of a particular consultant. However, in instances where a specific individual isn't requested and isn't clearly identifiable, ITS America will advertise through its membership and base our selection on qualifications. Consideration of small business, disadvantage owned business, and women owned business will also be included in our evaluation.**

(9) Assurances that the offeror will include the clause of this contract entitled "Utilization of Small Business Concerns" in all subcontracts that offer further subcontracting opportunities, and that the offeror will require all subcontractors (except small business concerns) that receive subcontracts in excess of \$500,000 (\$1,000,000 for construction of any public facility) to adopt a subcontracting plan that complies with the requirements of this clause.

- **Should ITS America subcontract to any one individual or firm, in excess of \$500,000, except small business concerns, we will require them to adopt a subcontracting plan that complies with the requirements of ITS America's base contract.**

(10) Assurances that the offeror will-

- (i) Cooperate in any studies or surveys as may be required;

(ii) Submit periodic reports so that the Government can determine the extent of compliance by the offeror with the subcontracting plan;

- **ITS America will submit SF 294 and/or SF 295 annually as required by this contract, and will cooperate in any related studies or surveys as may be required by the US DOT.**

(11) A description of the types of records that will be maintained concerning procedures that have been adopted to comply with the requirements and goals in the plan, including establishing source lists; and a description of the offeror's efforts to locate small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns and award subcontracts to them. The records shall include at least the following (on a plant-wide or company-wide basis, unless otherwise indicated):

(i) Source lists (e.g., PRO-Net), guides, and other data that identify small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns.

(ii) Organizations contacted in an attempt to locate sources that are small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, or women-owned small business concerns.

(iii) Records on each subcontract solicitation resulting in an award of more than \$100,000, indicating-

(A) Whether small business concerns were solicited and, if not, why not;

(B) Whether veteran-owned small business concerns were solicited and, if not, why not;

(C) Whether service-disabled veteran-owned small business concerns were solicited and, if not, why not;

(D) Whether HUBZone small business concerns were solicited and, if not, why not;

(E) Whether small disadvantaged business concerns were solicited and, if not, why not;

(F) Whether women-owned small business concerns were solicited and, if not, why not; and

(G) If applicable, the reason award was not made to a small business concern.

(iv) Records of any outreach efforts to contact-

(A) Trade associations;

(B) Business development organizations;

(C) Conferences and trade fairs to locate small, HUBZone small, small disadvantaged, and women-owned small business sources; and

(D) Veterans service organizations.

(v) Records of internal guidance and encouragement provided to buyers through-

(A) Workshops, seminars, training, etc.; and

(B) Monitoring performance to evaluate compliance with the program's requirements.

(vi) On a contract-by-contract basis, records to support award data submitted by the offeror to the Government, including the name, address, and business size of each subcontractor. Contractors having commercial plans need not comply with this requirement.

(e) In order to effectively implement this plan to the extent consistent with efficient contract performance, the Contractor shall perform the following functions:

(1) Assist small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate the participation by such concerns. Where the Contractor's lists of potential small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business subcontractors are excessively long, reasonable effort shall be made to give all such small business concerns an opportunity to compete over a period of time.

(2) Provide adequate and timely consideration of the potentialities of small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns in all "make-or-buy" decisions.

(3) Counsel and discuss subcontracting opportunities with representatives of small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business firms.

(4) Provide notice to subcontractors concerning penalties and remedies for misrepresentations of business status as small, veteran-owned small business, HUBZone small, small disadvantaged, or women-owned small business for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in the Contractor's subcontracting plan.

(f) A master plan on a plant or division-wide basis that contains all the elements required by paragraph (d) of this clause, except goals, may be incorporated by reference as a part of the subcontracting plan required of the offeror by this clause; provided-

(1) The master plan has been approved;

(2) The offeror ensures that the master plan is updated as necessary and provides copies of the approved master plan, including evidence of its approval, to the Contracting Officer; and

(3) Goals and any deviations from the master plan deemed necessary by the Contracting Officer to satisfy the requirements of this contract are set forth in the individual subcontracting plan.

(g) A commercial plan is the preferred type of subcontracting plan for contractors furnishing commercial items. The commercial plan shall relate to the offeror's planned subcontracting generally, for both commercial and Government business, rather than solely to the Government contract. Commercial plans are also preferred for subcontractors that provide commercial items under a prime contract, whether or not the prime contractor is supplying a commercial item.

(h) Prior compliance of the offeror with other such subcontracting plans under previous contracts will be considered by the Contracting Officer in determining the responsibility of the offeror for award of the contract.

(i) The failure of the Contractor or subcontractor to comply in good faith with-

(1) The clause of this contract entitled "Utilization Of Small Business Concerns;" or

(2) An approved plan required by this clause, shall be a material breach of the contract.

(j) The Contractor shall submit the following reports:

(1) Standard Form 294, Subcontracting Report for Individual Contracts. This report shall be submitted to the Contracting Officer semiannually and at contract completion. The report covers subcontract award data related to this contract. This report is not required for commercial plans.

(2) Standard Form 295, Summary Subcontract Report. This report encompasses all of the contracts with the awarding agency. It must be submitted semi-annually for contracts with the Department of Defense and annually for contracts with civilian agencies. If the reporting activity is covered by a commercial plan, the reporting activity must report annually all subcontract awards under that plan. All reports submitted at the close of each fiscal year (both individual and commercial plans) shall include a breakout, in the Contractor's format, of subcontract awards, in whole dollars, to small disadvantaged business concerns by North American Industry Classification System (NAICS) Industry Subsector. For a commercial plan, the Contractor may obtain from each of its subcontractors a predominant NAICS Industry Subsector and report all awards to that subcontractor under its predominant NAICS Industry Subsector.

- **ITS America agrees to the aforementioned requirements**